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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

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1. Early Retirement Regulation

25X1A9a

We met with [REDACTED] on 15 May to review draft sections on the critical parts of this regulation and should have a complete draft for advance distribution on Monday, 25 May. Formal coordination will be undertaken after this draft is reviewed with you on 26 May. The 1 June deadline for completion of coordination will be tight and if any unusual problems are encountered, we may need some extra time to resolve them.

2. Average Grade Controls

In response to Action Memo A-378, Chief, SWD has put increased emphasis on reviewing staffing complements to identify jobs which can be downgraded to complete an initial adjustment before 30 June. In particular, he believes that a number of clerical jobs can be reduced from GS-5 to GS-4 and GS-3. Also, more realistic job ladders can be provided in offices where the journeyman rate is GS-12 or GS-13 but the practice is to recruit at GS-9 and GS-11; establishment of jobs at the lower trainee levels will reduce the average position grade in these offices and will also provide a position grade structure more consistent with recruitment practices. Finally, he believes that a more specific identification of clerical, semi-professional, and professional positions can be accomplished which will clarify recruitment requirements and probably produce some grade realignments.

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We are reviewing expired [REDACTED] for updating and re-publication. The average grade control principle established in this notice was incorporated in a revision of [REDACTED] (undertaken about two years ago but still in process of Agency coordination. We are also preparing a notice establishing the "reverse PMA" ground rules described in our weekly report of 2 March 1964; these are a little more restrictive than the two-grade "underslotting" rule stated in Action Memo A-378: two-grade underslotting would be authorized at GS-11 and below, but only one-grade underslotting at GS-12 and above. However, provision would be made for justifiable exceptions.

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3. Briefing of DDCI on "Bump Problem"

General Carter has asked that we prepare a short briefing to bring him up to date on the current status of the "bump problem." We last covered this with him in connection with our presentation for the House Armed Services Subcommittee which considered our early retirement bill.

The Plans and Review Staff is preparing this briefing which will last for 15-20 minutes. Our target date for completing it is 2 June; an appointment with General Carter on or about that date will be set at his convenience.

GROUP 1
Excluded from automatic
downgrading and
declassification

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4. Wage Increases - Government Printing (GP) and Graphic Arts (GA) Schedules

Increases of 5¢ to 14¢ per hour have been approved for certain jobs on the GP and GA schedules effective 19 May 1964. The job titles affected, the number of Agency employees in each category, and the amount of the increase are shown below:

<u>Job Title</u>	<u>No. of Employees</u>	<u>Increase</u>
<u>GP - Office of Logistics</u>		25X9
Foreman		12¢
Planner Supervisor & Night Sup		14¢
Working Supervisor		13¢
Specialists (from frozen rate)		5¢
Specialist		12¢
Journeyman		12¢
Mechanics		12¢
Electronic Mechanic		13¢
Monotype Cast-Mech		10¢
Monotype Cast-Repair		9¢
Subtotal		
<u>GP - ORG</u>		
Working Supervisor		13¢
Journeyman		12¢
Subtotal		
<u>GA - T&D</u>		
Journeyman (from frozen rate)		5¢
Subtotal		
<u>GRAND TOTAL</u>		

5. Contributions to the John F. Kennedy Memorial Library

A special meeting was held in the auditorium on 19 May to brief the Agency's 40 office chairmen concerning this campaign. The official period for collecting contributions to this fund is 15 May - 15 June. Further reports will be submitted as donations are received.

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6. Revision of [REDACTED]

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A revision of [REDACTED] governing all involuntary separations except the separation of surplus personnel [REDACTED] was forwarded for Agency coordination. This draft has already been informally coordinated with the General Counsel and the Inspector General. In addition, a copy of this draft was forwarded through you to the DDCI at his request. The covering memorandum proposed that we prepare a "guideline paper" to clarify the ground rules and general procedures that would govern the handling of performance-problem cases before reaching the stage of the formal [REDACTED] procedure.

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7. Premium Pay in Lieu of Overtime - JMWAVE

In accordance with instructions of the DDCI, a memorandum has been sent to the Chief, WH Division requesting quarterly reviews of each outstanding authorization and re-certification of those cases in which continuation of premium pay is warranted.

8. Personnel Evaluation Board

The proposed directive to broaden the scope of and re-name the Disposition Board was modified as a result of a comment made by the Inspector General and informally coordinated with senior officers in each Directorate. This paper was returned to your office for concurrence and re-submission to the DDCI.

Emmett D. Echols
Director of Personnel

Distribution:

- 0 & 1 - Addressee
- 1 - IG
- 1 - D/Pers subj file
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OD/Pers/[REDACTED] (25 May 1964)

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